



How to access and certify completion of the “Ethical Standards for Lobbyists and Clients” Training course

As part of the Ethics Commission Reform Act of 2022, the mandated ethics Training requirement for Lobbyists (Principal, Individual, and In-House Lobbyists) has been expanded to include Contractual Clients and Beneficial Clients.

The **new online “Ethical Standards for Lobbyists and Clients” Training course** is available beginning **January 18, 2023**.

All Lobbyists and Clients are required to take this new Training in 2023 and certify completion of the Training.

Who is required to take the “Ethical Standards for Lobbyists and Clients” Training course?

All Lobbyists (Principal, Individual, and In-House Lobbyists), Contractual Clients and Beneficial Clients listed on a submitted 2023-2024 Lobbyist or Public Corporation Statement of Registration are required to take the “**Ethical Standards for Lobbyists and Clients**” Training course administered by the NYS Commission on Ethics and Lobbying in Government (“Commission” or “COELIG”). This **new online** course is mandatory for 2023 regardless of whether the previous ‘Ethics for Lobbyists’ course was completed.

The Training requirement is triggered by and applicable to those individuals and entities listed as a Lobbyist or Client on a 2023-2024 Statement of Registration once a 2023-2024 Registration is submitted. (SEE ‘**Training Required Roles**’ below).

Please note: *Effective January 18, 2023*, the previous ‘Ethics for Lobbyists’ course and ‘Certificate of Completion’ is obsolete and does not satisfy the **NEW 2023** Ethics Training Requirement for Lobbyists and Clients.

★ If you received an auto-generated email stating you are required to complete the **NEW** Training course, that means a **USER PROFILE already exists** in the LA, *even if you have never accessed the LA before*. **DO NOT create a new USER PROFILE**. (SEE below for more information.)

Training Required Roles

All Principal and Individual Lobbyists and all Contractual and Beneficial Clients listed on a submitted 2023-2024 Statement of Registration are subject to the **NEW 2023** Ethics Training requirement.

For purposes of Training compliance by organizations, the Chief Administrative Officer of the organization is responsible for taking the Training.

The following individuals, when listed on a submitted 2023-2024 Statement of Registration, are considered to be in a **Training Required Role**:

- **Principal Lobbyist** (includes Retained and Employed Lobbyists, and Public Corporations)
 - If an organization = the CAO listed in the Lobbyist’s Organization Profile
 - If a person = the individual listed as the Principal Lobbyist

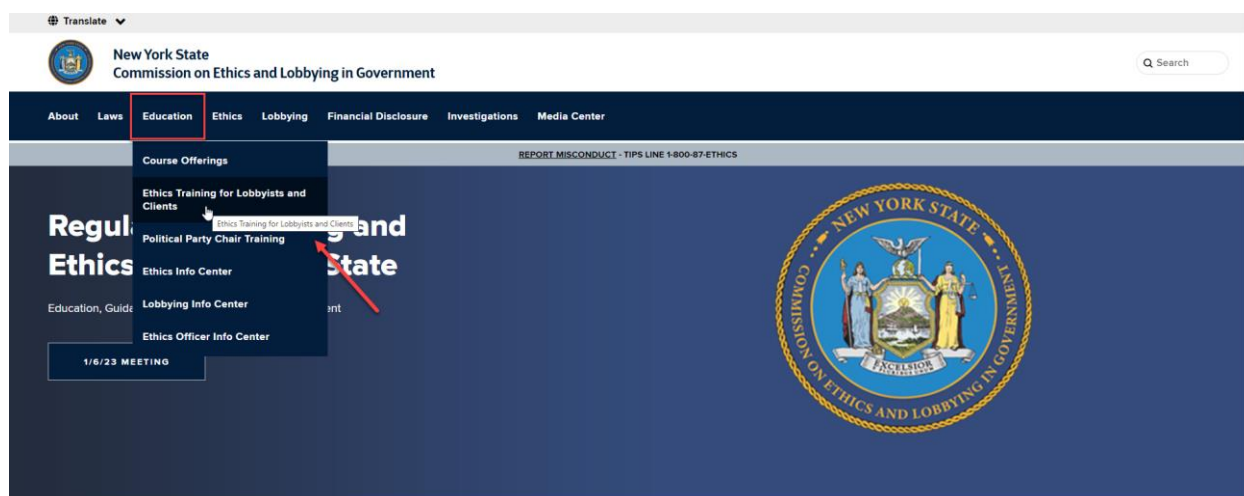
How to access and certify completion of the 'Ethical Standards for Lobbyists and Clients' Training course

- All **Individual Lobbyists** listed on a submitted 2023-2024 Registration (including "In-House" Lobbyists)
- **Contractual Client**
 - If an organization = the CAO listed in the Contractual Client's Organization Profile
 - If a person = the individual listed as the Contractual Client
- **Beneficial Client**
 - If an organization = the CAO listed in the Beneficial Client's Organization Profile
 - If a person = the individual listed as the Beneficial Client

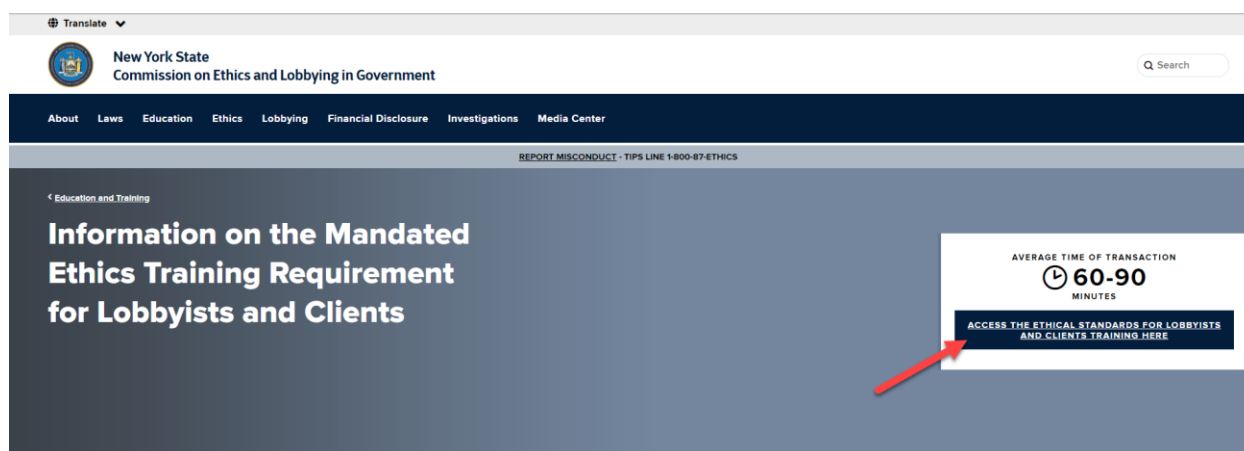
How to access the **Training** course on the Commission's website

The NEW online "**Ethical Standards for Lobbyists and Clients**" Training course is available on the [Commission website](#).

- Filers may access the Training course directly at <https://lobbyingTraining.ethics.ny.gov/> or from the '[Ethics Training for Lobbyists and Clients](#)' webpage, located within the '**Education**' main menu from the Commission website.



- From the '[Ethics Training for Lobbyists and Clients](#)' webpage, click the 'Access the Ethical Standards for Lobbyists and Clients Training here' link to begin the Training course.



How to certify you have completed the “Ethical Standards for Lobbyists and Clients” Training course in the Lobbying Application (“LA”)

To certify you have completed your mandated ethics Training requirement, Filers need to review and submit an online attestation of their completion status in the COELIG LA.

Steps for Filers who DO NOT actively utilize and access the LA

If you received an auto-generated email stating you are required to complete the **NEW** Training course, that means a **USER PROFILE already exists** in the LA, *even if you have never accessed the LA before*.



DO NOT create a new USER PROFILE.

Instead, you should access the LA utilizing the [LA enrollment link](#) and ‘**claim**’ your USER PROFILE. Step-by-step instructions are available on the COELIG website or can be found here:

- [Step 1: How to Create a NY.Gov ID Account using the ‘LA’ Enrollment Link’](#)
- [Step 2: How to create your User Profile in the Lobbying Application’](#)

Once logged into the LA, you will have an opportunity to edit the existing information contained in your USER PROFILE and complete any missing information. After you ‘**Submit**’ your USER PROFILE information, a pop-up window will display requesting you ‘**Claim**’ your *existing* Profile. Please ‘**Claim**’ the *existing* Profile to avoid creating a duplicate Profile in LA.

If the information you entered does not match any of the existing profiles in LA - select '**None Match**' to create your USER PROFILE and access your online dashboard.

Please note that contact information entered on your behalf for the purposes of submitting a Filing may not be completely accurate; however, this information can be edited once an existing profile in LA is claimed. If unsure, please contact the Lobbying Helpdesk for assistance.

For Individual or In-house Lobbyists, a duplicate Profile could result in a Filer not connecting to the Organization Profile of the Principal Lobbyist and may create erroneous filing information.

Important information for Individual and In-house Lobbyists



PLEASE NOTE: A Filer identified as an Individual or In-House Lobbyist **CANNOT** access the 2023-2024 Statement of Registration that listed them in the training required role, unless you are listed as a Delegated Administrator, CAO, or Authorized Preparer of the Organization Profile. However, you can view the Organization names from Filings you are listed on by viewing the ‘**Affiliations**’ tab within your USER PROFILE. Please reference pages 5-6 of this document to see how you can view that information.

Therefore, please DO NOT create or submit ANY FILINGS within the LA. Individual and In-House Lobbyists are only required to attest to their training completion status in the LA.

Steps for Filers who actively utilize and access the online LA

1. Log into the [LA](#).
2. From your Dashboard, select the '**Report Training**' button located within the '**Quick Start Menu**'.



3. On the '**Report Training**' page, please ensure that the **Filer ID** and **Filer Name** information is correct. Review the Attestation language and check the '**Attestation box**', indicate the date you completed Training by clicking the green '**Calendar**' icon and click '**Submit**'.

The screenshot shows the 'Report Training' form. At the top, it says 'Report Training' in orange. Below that, there are two input fields: 'Filer ID : 18318' and 'Filer Name : Chris Filer'. A red arrow points to a checkbox that is checked, with the text 'I hereby attest that I viewed and completed the "Ethical Standards for Lobbyists and Clients" course in its entirety on the "Completion Date" provided below.' Below this, there are two sections: '*Training Type' with a dropdown menu showing 'Ethical Standards for Lobbyists and Clients (ELTC)', and '*Training Completion Date' with a calendar icon. The calendar shows January 2023, with the 18th highlighted. At the bottom, there are 'Submit' and 'Cancel' buttons.

4. When you correctly complete and submit the information, the following message will display on your screen: '**Successfully Submitted the Training**'. Filers will also receive a Training confirmation email from COELIG.

If you do NOT see the above message, follow the instructions on the screen to correct any error messages that may be displayed.

The screenshot shows the 'Report Training' form after successful submission. A green banner at the top reads 'Successfully Submitted the Training'. The form fields are the same as in the previous screenshot, but the 'Submit' button is now disabled. The 'Training Completion Date' is still set to January 18, 2023.

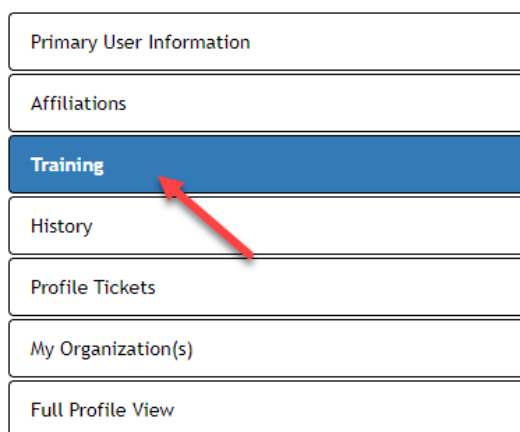
How to access your USER PROFILE and view your Training history

Your USER PROFILE in LA contains your contact information, filing, and Training history.

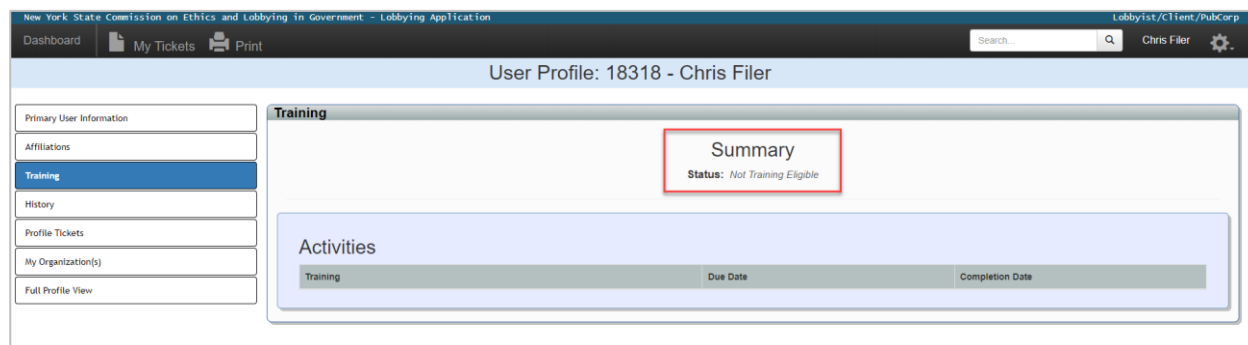
1. To **access** your USER PROFILE, click your name in the upper right corner.



2. From your USER PROFILE, select the '**Training**' tab to view your Training information and Training history.



3. Your **current** 'Training Status' will display in the 'Summary' box. The four Training statuses include: Trained, Not Trained, Delinquent and Training NOT Required. Definitions are below.



TRAINING STATUSES

- **Trained**

- Filers who have successfully completed their Training requirements. Your next Training due date will also be displayed.
- Filers that complete their initial Training requirement and submit their Training certification, will be advised as to when they are required to complete ethics Training again. Refresher Training dates are displayed in the '**Next Training Due**' field.

The screenshot shows the 'User Profile: 18318 - Chris Filer' page. On the left is a sidebar with navigation links: Primary User Information, Affiliations, Training (highlighted), History, Profile Tickets, My Organization(s), and Full Profile View. The main content area is titled 'Training' and contains a 'Summary' box with the text: 'Status: Trained ✓' and 'Next Training Due: 01/18/2026'. Below the summary is an 'Activities' table.

Training	Due Date	Completion Date
ELTC - Ethical Standards for Lobbyists and Clients	03/12/2023	01/18/2023
ELTR - Ethical Standards for Lobbyists and Clients Refresher	01/18/2026	

- **Not Trained**

Filers who are required to complete the NEW Training course but have not taken it yet. The '**Training Due**' date will display underneath the '**Summary**' information.

- **Delinquent**

Filers who have NOT completed their mandatory Training requirements within the applicable deadlines. Your **missed** '**Training Due**' date will display.

- **Training NOT Required**

This status will display for Filers who are **not required** to complete the NEW Training course at this time because they are not listed on a 2023-2024 Registration as:

- the CAO of an Organization; or
- an Individual/In-house Lobbyist.

Please note: LA will **not** allow the submission of the '**Report Training**' form if you are **not** required to take Training. The following error message will display for those Filers with a status of '**Training NOT Required**':

'Error! You are **not required** to complete the NEW Training course at this time because you are **not** currently listed in a **Training Required Role** on a submitted 2023-2024 Registration.'

How to access and certify completion of the 'Ethical Standards for Lobbyists and Clients' Training course

New York State Commission on Ethics and Lobbying in Government - Lobbying Application

Dashboard Tickets Print Search...

Error! You are **not required** to complete the NEW Training course at this time because you are **not** currently listed in a Training Required Role on a submitted 2023-2024 Registration.

Report Training

*Filer ID
[Redacted]

Filer Name : [Redacted]

☒ I hereby attest that I viewed and completed the "Ethical Standards for Lobbyists and Clients" course in its entirety on the "Completion Date" provided below.

*Training Type
Ethical Standards for Lobbyists and Clients (ELTC)

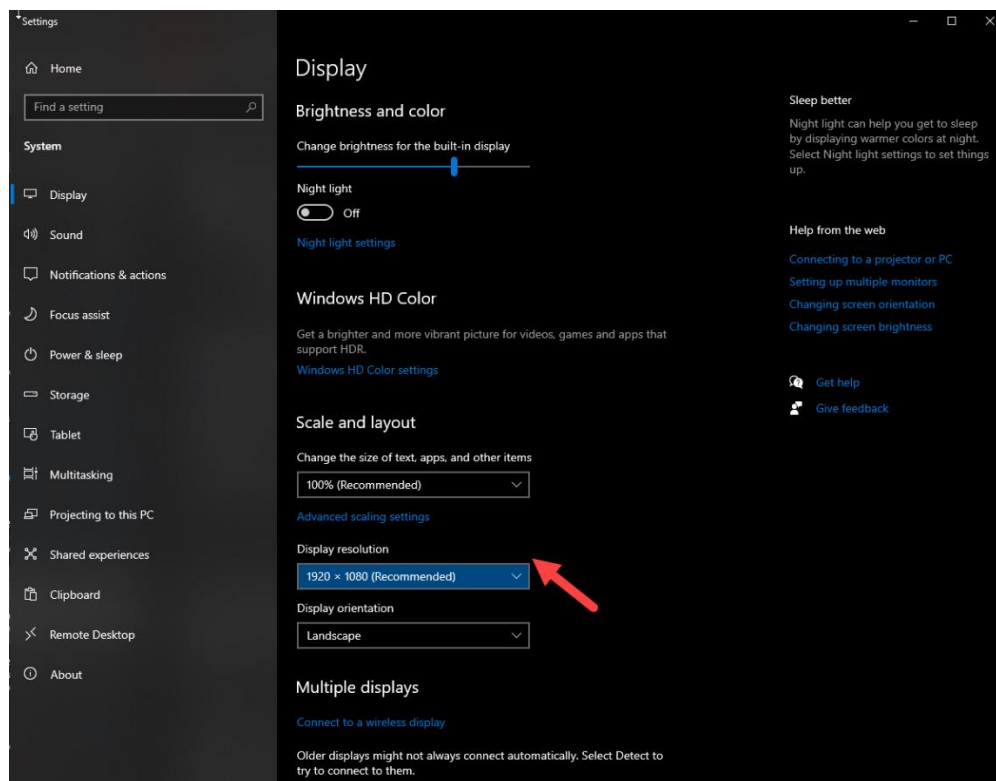
*Training Completion Date
[Calendar icon]

Submit Cancel

Recommendations for Proper Viewing

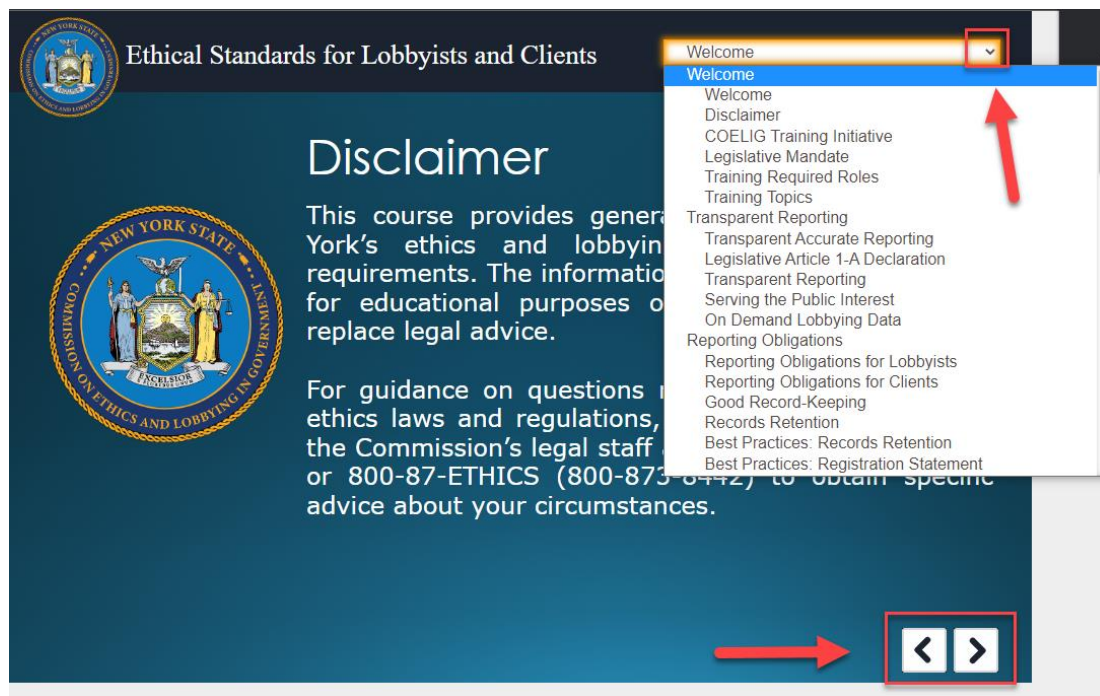
The 'Ethical Standards for Lobbyists and Clients' Training course was built using 'responsive technology' that allows users to view the online Training utilizing a variety of devices such as a desktop computer, tablet, or mobile device. For best results, we recommend the Training be viewed on a desktop computer with a screen resolution of at least 1009 x 669. Filers viewing the online Training using a mobile device must hold their device in a landscape (horizontal position).

If you have any technical issues, please contact your Organization's Helpdesk for assistance.



Course Navigation Information

Depending on your device, Filers may navigate the course utilizing either the 'back' or 'next' arrows found on the bottom right hand-side of the Training or may use the 'Table of Contents' located at the top right of the Training course.



Contact Us

If you have any questions about navigating the LA or for technical assistance, please contact the Lobbying Helpdesk at LobbyingHelpDesk@ethics.ny.gov or by phone at (518) 474-3973.

For questions related to the:

- Statement of Registration – email us at Registrations@ethics.ny.gov
- Bi-monthly and Disbursement of Public Monies Reports – email us at Bimonthlies@ethics.ny.gov
- Client Semi-Annual Report and Source of Funding – email us at CSA@ethics.ny.gov
- Reportable Business Relationship Report – email us at Discrepancies@ethics.ny.gov
- Education and Training- email us at Education@ethics.ny.gov
- To speak to the Commission's Attorney of the Day, email them at Guidance@ethics.ny.gov or call the Commission's Hotline phone at 1-800-87-ETHICS (873-8442) and press '2'.

Please note: We anticipate experiencing a large call volume regarding the NEW Training course. **The preferred method of contact is via the email addresses listed above.** Emails are responded to in the order they are received. We appreciate your patience during the busy filing period.